



TOWN OF LEDYARD

Department of Land Use and Planning

Elizabeth J. Burdick, Director

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MEMORANDUM FOR THE RECORD

APPLICATION PZ#25-1SITE

REGULAR/SPECIAL MEETING – THURSDAY, MARCH 13, 2025

Prepared by *Liz Burdick*, Director of Land Use & Planning on 03/12/25

Property Address(es): 740 Colonel Ledyard Highway, (Parcel ID: 67-530-740), Ledyard, CT
Application: PZ#25-1SITE – Conversion of existing commercial building to 12 residential dwelling units and associated site improvements.
Applicant(s): Ledyard Center, LLC, Sal Monarca
Applicant Address(es): 80 Industrial Park Access Rd, Middlefield, CT 06455
Property Owner(s): Same as Applicant.
Owner Address(es): Same as Applicant
Attorney: N/A.
Land Surveyor: Unknown.
Engineer: Normand Thibeault, Jr., P.E., Killingly Engineering
Lot Size: Not shown on plans. 43-acres per Assessor records.
Lot Frontage: Not shown on plans. 620-feet+ on State Road Colonel Ledyard Highway (CT Rte. 117) and 420-feet on Iron Street (CT Rte. 214) per Town GIS.
Zoning District: Ledyard Center Development District (LCDD).
Wetlands/Watercourses: Yes. No regulated activities associated with the proposed residential development.
Flood Hazard Zone: No.
CAM Zone: No.
Utilities: Public Water & individual on-site septic system.
Public Water Supply Watershed: No.
Proposed Public Improvements: No.
Legal: Submitted to Land Use Department on 2/10/25. Date of Receipt 2/13/25. Tabled to the 3/13/25 meeting. DRD 04/18/25.

EXISTING CONDITIONS: Vacant space formerly Ledyard Center School and/or commercial space.

PROPOSAL: Conversion of vacant commercial/former school space to 12 age-restricted residential dwelling units (2 two-bedroom, 10 1-bedroom).

TOWN ENGINEER: Referred 2/10/25 & 3/13/25. Approved. See comments dated 3/13/25.
FIRE MARSHAL: Referred 2/10/25. No comments received.
BUILDING DEPT.: Referred 2/10/25. See comments dated 3/12/25
LLHD: See approval comments dated 5/3/24. See approval comments with conditions dated 3/13/25.

STCT DPH: N/A.
WPCA: Letter regarding provision of water supply for the development received 3/12/25.
SCWA: N/A.
IWWC: N/A.
BOND: SESC Bond estimate in the amount of \$21,275 approved by the Town Engineer on 3/13/25.

LAND USE DIRECTOR COMMENTS: Please be advised of the following comments with regard to my review of the application, supporting documents and a plan set entitled "Proposed Housing Development, Colonel Ledyard Highway (Rt 117), Ledyard, CT, Prepared for Acronom Masonry, Inc., Prepared by Killingly Engineering Associates, Dated 10/15/24, Revised to 3/11/2025":

All of the comments in my staff memo dated 3/5/25 have been addressed in the revised plan set and supporting documents submitted on 3/12/25.

Staff Recommendation: Approve with conditions.

- ***If the Commission is inclined to approve the application, the following MOTION is suggested for any favorable approval:***

I make a MOTION to APPROVE Application PZ#25-1SITE - 740 Colonel Ledyard Highway (Parcel ID: 67-530-740), Ledyard, CT - Applicant/Owner, Sal Monarca, Ledyard Center LLC for a Site Plan Review for conversion of existing commercial building to 12 residential dwelling units and associated site improvements in that the application, supporting documents and a plan entitled "Proposed Housing Development, Colonel Ledyard Highway (Rt 117), Ledyard, CT, Prepared for Acronom Masonry, Inc., Prepared by Killingly Engineering Associates, Dated 10/15/24, Revised to 3/11/2025" comply with all applicable sections of the Ledyard Zoning Regulations, with the following conditions:

1. Four (4) final plan sets, along with a digital copy of the final plan, shall be submitted to the Land Use Dept. & shall be signed and sealed with original signatures by L.S., P.E. & C.S.S.
2. The final approved site plan set, following endorsement, shall be filed on the Land Records in the Office of the Town Clerk within 90-days following its approval, et al. No zoning permit to start work shall be issued until filed. Proof of said filing shall be submitted to the Land Use Dept.
3. An approved Zoning Permit is required prior to the start of any work.
4. Prior to issuance of a zoning permit to start work, A Soil Erosion & Sediment Control bond shall be posted in the amount of \$21,275 in a form acceptable to the Finance Director. No bond, or portion thereof, shall be released without prior approval of the Zoning Officer and/or Director of Land Use & Planning.
5. Following the issuance of a zoning permit to start work, the Zoning Official and/or Land Use Director shall be contacted and a pre-construction meeting shall be held at least one-week prior to start of any work.

6. Following the pre-construction meeting, Soil Erosion & Sediment Controls (SESC) shall be installed in accordance with the approved plan set and inspected by the Zoning Officer prior to the start of any work. SESC shall be maintained in good working order until the site is permanently stabilized with vegetative or other cover.

7. After work has commenced, any substantive changes to the approved site plan require review and approval by the Land Use Director and/or the Planning & Zoning Commission.

8. Applicant shall meet all of the requirements of the Ledyard Building Department, Fire Marshal, WPCA, Ledge Light Health District for required permitting and inspections.

9. Prior to issuance of any Certificate of Zoning Compliance, all site improvements shall be constructed in accordance with the approved site plan. A complete As-Built plan certified to A-2 accuracy shall be submitted to the Zoning Official and/or Land Use Director for review & approval.

10. The Applicant may, at the discretion of the Zoning Official and/or Land Use Director if the site improvements have been substantially completed, submit a site completion bond for any improvements that have not been completed at the time of the request for Certificate of Zoning Compliance due to weather or other constraints out of the control of the Applicant/Owner. A bond estimate for said improvements shall be submitted to the Land Use Dept. for review and approval and any bond shall be posted in a form acceptable to the Finance Director.

- ***If the Commission is inclined to deny the application, it shall state upon the record its reasons for denial.***